Manual Registration

This user guide will assist you in manually registering your dial-up Internet connection.

This guide applies to dial-up Internet.

To troubleshoot your email account, follow these three easy steps:

1. Refer to the “Internet and Email Settings” section of our website
2. Write down the email and Internet settings for your account and plan. You will need:
    - Your username and password
    - Your internet domain name
    - Your incoming (POP3) mail server address
    - Your outgoing (SMTP) mail server address
3. Follow the steps in this user guide

To complete this task you will require the following tools:

- Windows 2000 or Windows XP

If you need further help please contact our Customer Care number.

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DUI **INSTRUCTIONS**

In the Windows desktop follow the menu path *Start* > *Settings* > *Control Panel* (Windows 2000) or *Start* > *Control Panel* (Windows XP).

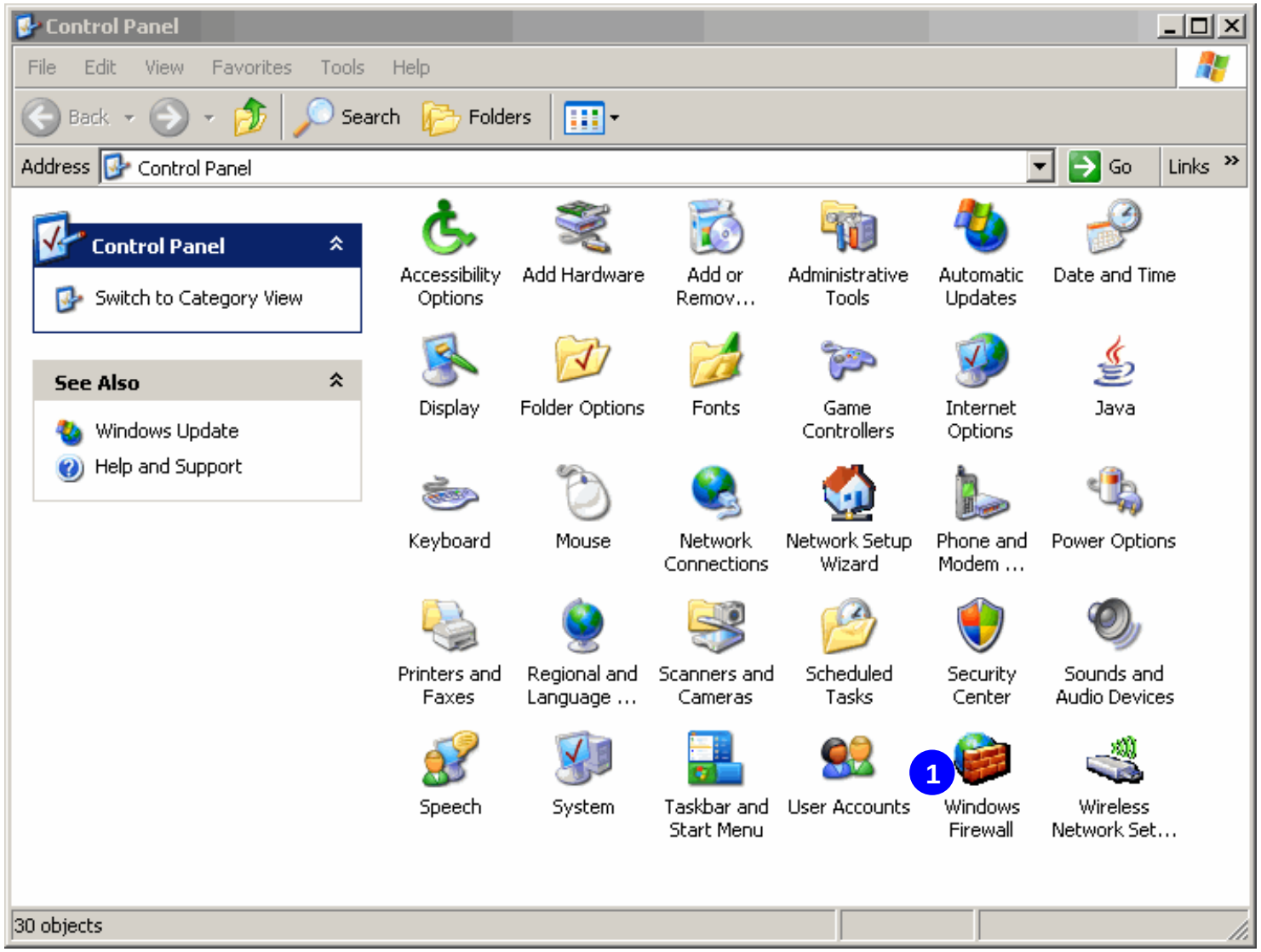
The *Control Panel* screen is displayed.

NOTE: If the Control Panel screen has the heading Pick a Category, follow the menu path *Control Panel* > *Switch to Classic View.*

In the *Control Panel* screen:

1. Double-click **Internet Options**.

The *Internet Properties* screen is displayed.



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DUI **INSTRUCTIONS**

In the *Internet Properties* screen:

1. Click the **Connections** tab.

2. Click on the existing connection in the Dial-up and Virtual Private Network settings field.

   NOTE: If there is no connection here skip to 4.

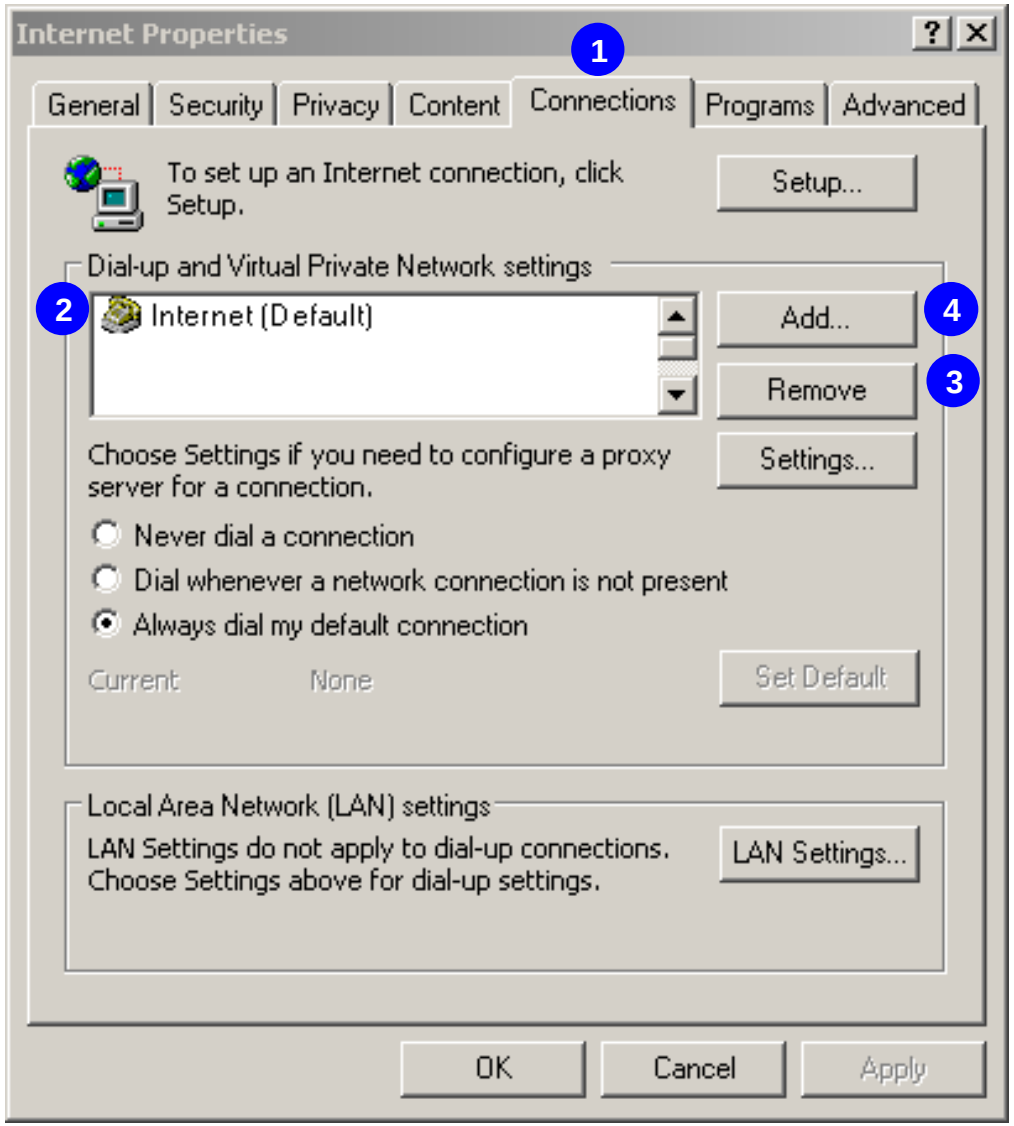
3. Click Remove to remove the dial-up account.

   NOTE: Only remove accounts if they are no longer in use

   NOTE: Repeat 2 to 3 until all existing accounts are removed.

4. Click Add... to continue.

The *Type of Connection* screen is displayed.



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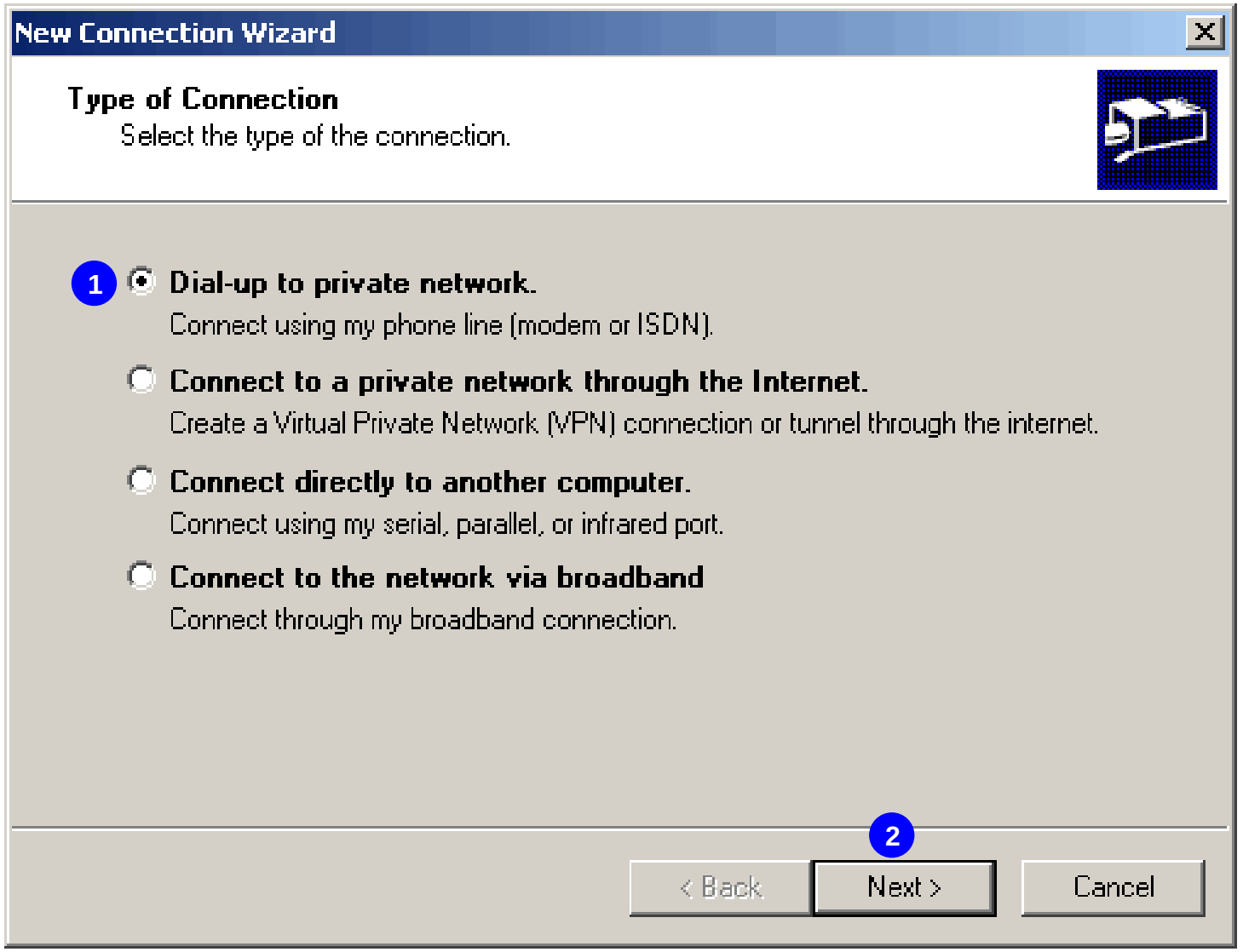
DUI **INSTRUCTIONS**

In the *Type of Connection* screen:

1. Select the **Dial-up to private network** radio button.
2. Click Next > to continue.

The *Phone Number to Dial* screen is displayed.


New Connection Wizard
Type of Connection
Select the type of the connection.
1
Dial-up to private network.
Connect using my phone line (modem or ISDN).
Connect to a private network through the Internet.
Create a Virtual Private Network (VPN) connection or tunnel through the internet.
Connect directly to another computer.
Connect using my serial, parallel, or infrared port.
Connect to the network via broadband
Connect through my broadband connection.
2
< Back
Next >
Cancel

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DUI **INSTRUCTIONS**

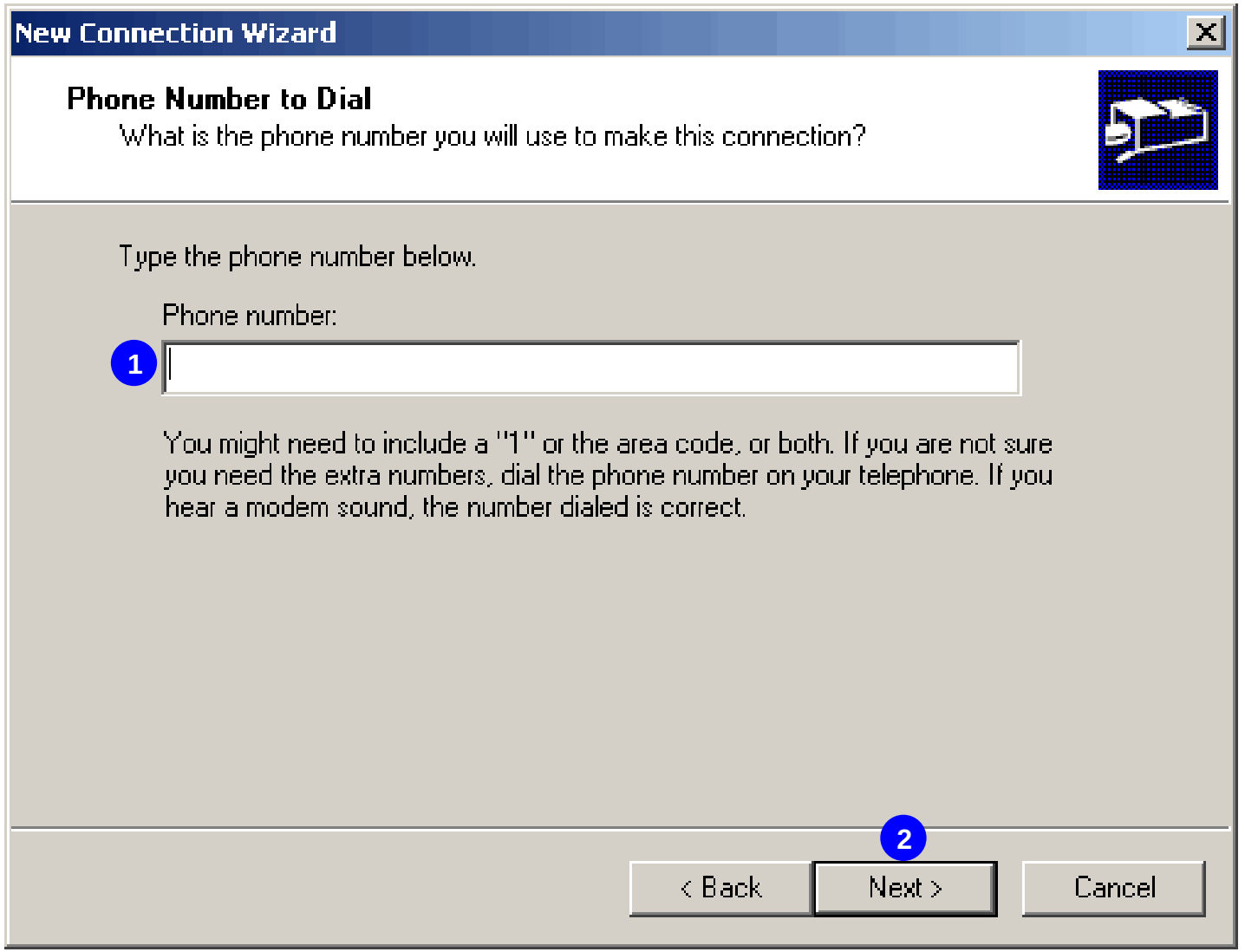
In the *Phone Number to Dial* screen:

1. Type the megapop dial-up phone number in the **Phone number** field.
2. Click Next > to continue.

The next screen displayed will be determined by your computer's setup.

If the *Connection Availability* screen is displayed, continue to the next page.

If the *Finished* screen is displayed, skip the next page.


New Connection Wizard
Phone Number to Dial
What is the phone number you will use to make this connection?
Type the phone number below.
Phone number:
1
You might need to include a "1" or the area code, or both. If you are not sure you need the extra numbers, dial the phone number on your telephone. If you hear a modem sound, the number dialed is correct.
2
< Back
Next >
Cancel

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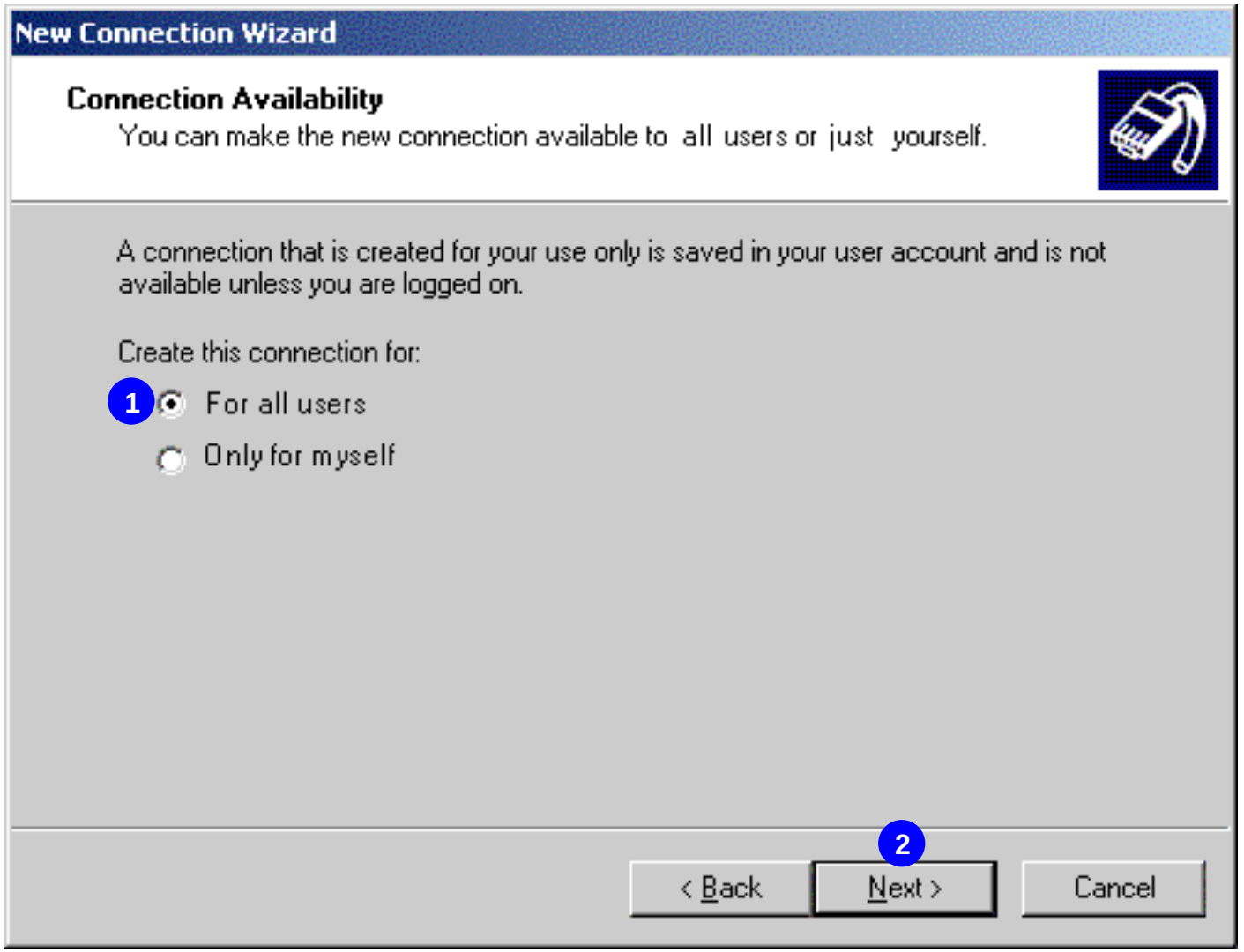
DUI **INSTRUCTIONS**

In the *Connection Availability* screen:

NOTE: This screen may not be displayed. Skip this page if the Connection Availability screen is not displayed.

1. Select the **For all users** radio button.
2. Click Next > to continue.

The *Finished* screen is displayed.


New Connection Wizard
Connection Availability
You can make the new connection available to all users or just yourself.
A connection that is created for your use only is saved in your user account and is not available unless you are logged on.
Create this connection for:
1
For all users
Only for myself
2
< Back
Next >
Cancel

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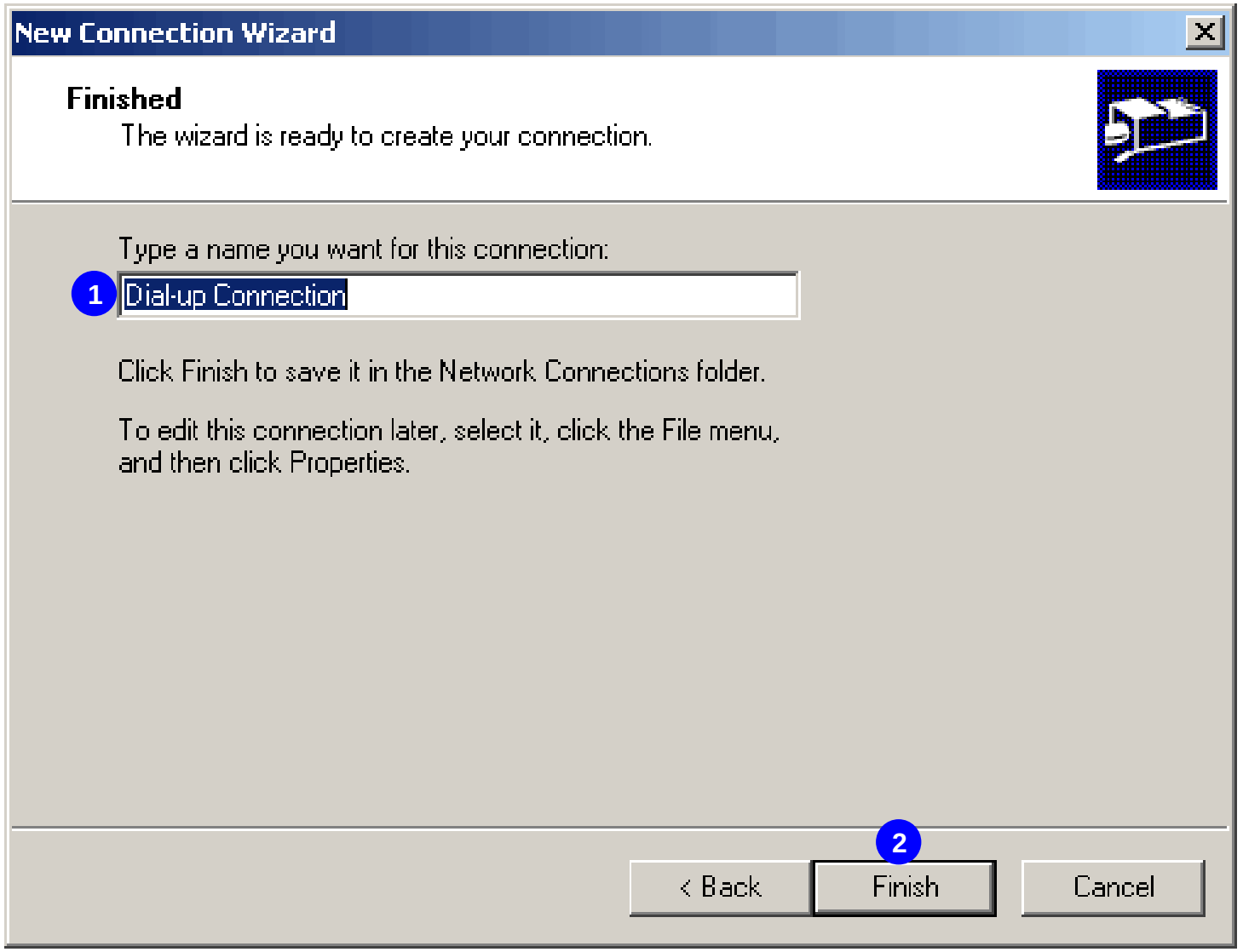
DUI **INSTRUCTIONS**

In the *Finished* screen:

1. Type a name for your Internet connection in the **Type a name you want for this connection** field.
2. Click Finish to continue.

The settings screen for your connection is displayed.


New Connection Wizard
Finished
The wizard is ready to create your connection.
Type a name you want for this connection:
1
Dial-up Connection
Click Finish to save it in the Network Connections folder.
To edit this connection later, select it, click the File menu, and then click Properties.
2
< Back
Finish
Cancel

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DUI **INSTRUCTIONS**

In the connection settings screen:

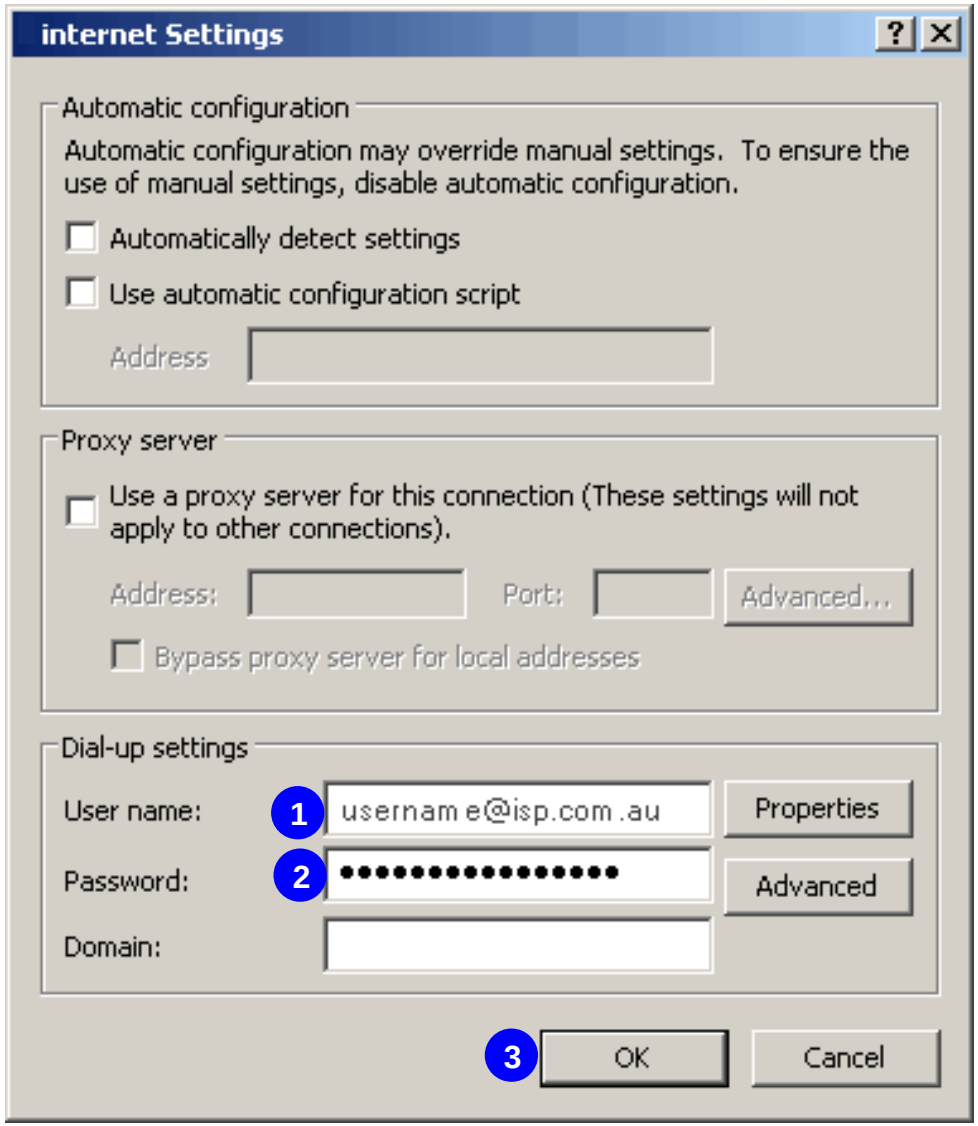
1. Enter the manual registration username in the **User name** field in the format.

2. Enter *guestreg* in the **Password** field.

   NOTE: Enter the password carefully. The **Password** field is case sensitive.

3. Click OK to continue.

The *Internet Properties* screen is displayed.



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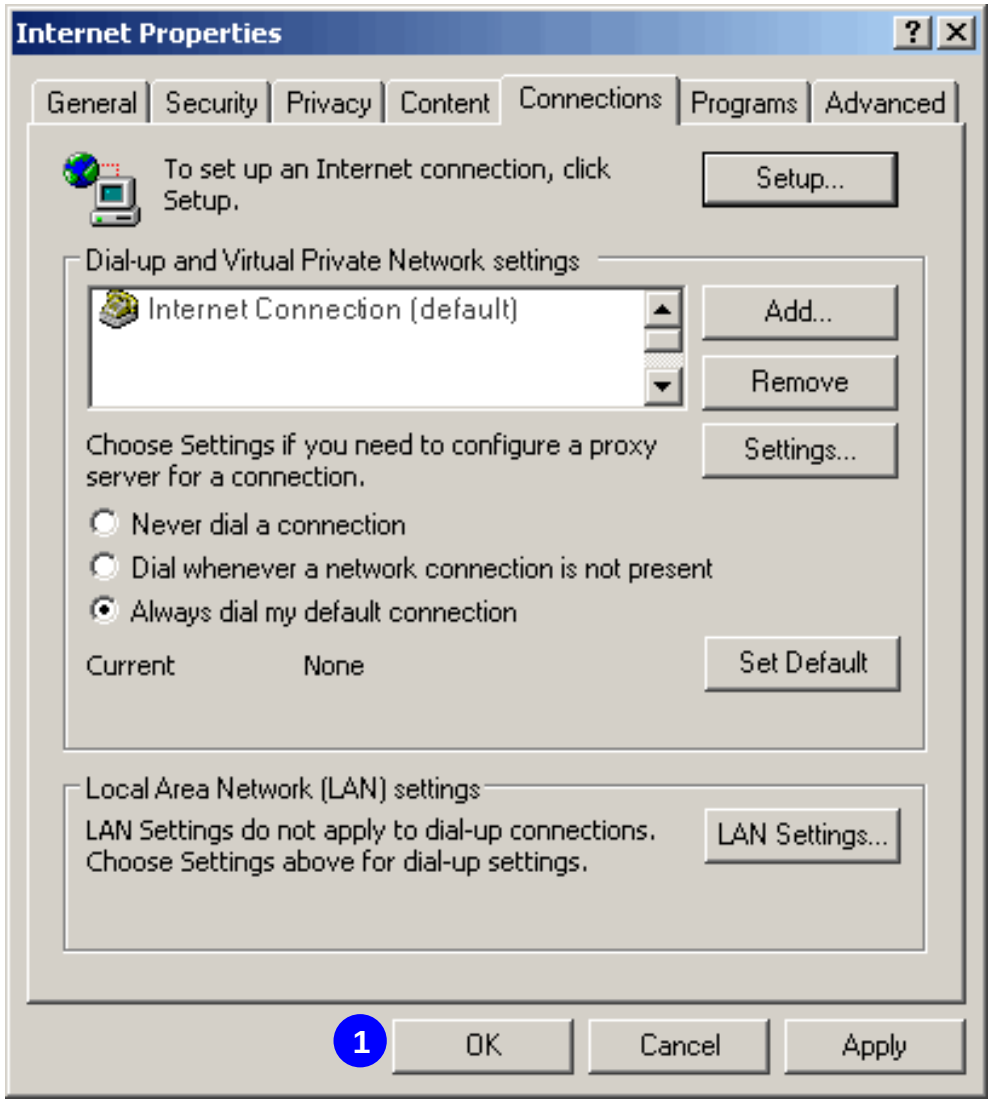
DUI **INSTRUCTIONS**

In the *Internet Properties* screen:

1 Click OK to continue.

Close the Control Panel screen and restart the computer to save the settings.

Once the computer has restarted, continue to the next page.



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DUI **INSTRUCTIONS**

Follow the menu path *Start* > *Programs* > *Internet Explorer* to open Internet Explorer.

The *Dial-up Connection* screen is displayed.

In the *Dial-up Connection* screen:

1. Ensure *guestreg* appears in the **User name** field.
2. Ensure the **Password** field is not blank. If the **Password** field is blank enter **6H8VTX69** as the password.
3. Click Connect to continue.

   Wait for the connection to establish. This may take a minute or two.

The *Registration Server* page is displayed.

In the *Registration Server* page, double-click the **New User** option to begin the registration process.

Manual registration is complete. Restart the computer to ensure all settings are applied.